

تعارف :-

بے ترتیب فقرات کو ترتیب سے لکھنا طالب علم کی گرائمر کی فہم کو ظاہر کرتا ہے۔ دراصل فقرات کی ترتیب ہی زبان پر عبور کا سب سے بڑا اہم پہلو ہے۔ بورڈ کے پیپرین کے معروضی حصہ میں بے ترتیب فقرات میں ایک درست بالترتیب فقرے کا انتخاب کرنے کا سوال شامل کیا گیا ہے۔ جو کہ پورے پرچے میں اہم حصہ سمجھا جاتا ہے۔ اگرچہ یہ سوال عمومی طور پر آتا ہے لیکن اس سوال کو فقرات کی اقسام کے حوالے سے کرنے کے اصول و ضوابط موجود ہیں جن کو مندرجہ ذیل الفاظ میں واضح کیا گیا ہے۔

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## Affirmative Sentences (سادہ فقرات)

Subject + Helping OR Regular Verb + Adjective + Complement

فَاعِل + باقاعدہ فعل یا امدادی فعل + اسم صفت + (فقرے کا بقیہ حصہ) تکملہ

We + should go + slow + in our life

We should go slow in our life.

## Examples:

Jumbled	In, the, were, they, playing, cricket, ground	Arranged	They were playing cricket in the ground.
Jumbled	Regularly, offer, they, prayer, their	Arranged	They offer their prayer regularly.
Jumbled	Will, be, them, of, all, you, for, waiting	Arranged	All of them will be waiting for you.
Jumbled	Twice, day, He, a, cleans, teeth, his	Arranged	He cleans his teeth twice a day.

## Negative Sentences (منفی فقرات)

منفی (Negative) فقرات کو ترتیب دیتے وقت ایک بات ذہن میں رکھنی چاہیے کہ (Two clauses) والے فقرات کے علاوہ ہر فقرے میں Not کا استعمال کرنا ضروری ہوتا ہے جو کہ بے ترتیب (Jumbled) فقرات میں پہلے سے موجود ہوتا ہے۔ منفی (Negative) فقرات کی ترتیب مندرجہ ذیل اصول اور ترتیب کے تحت ہوتی ہے۔

Subject + Helping Verb + Not + Verb + Complement

فَاعِل + امدادی فعل + Not + فعل + تکملہ

I + can + not + lift + this weight

I cannot lift this weight.

### Examples:

Jumbled	Quiet, can, he, not, keep	Arranged	He cannot keep quiet.
Jumbled	Not, care, anybody, for, he, does	Arranged	He does not care for anybody.
Jumbled	His, has, work, now, till, completed, now, not, he	Arranged	He has not completed his work till now.
Jumbled	Will, he, waiting, you, for, not, be	Arranged	He will not be waiting for you.
Jumbled	Been, since, year, last, winning, not, medal, they, have, the	Arranged	They have not been winning the medal since last year.

### Interrogative Sentences: (سوالیہ فقرات)

بے ترتیب سوالیہ فقرات کو ترتیب دینا دوسرے فقرات کی نسبت زیادہ محتاط کام ہے کیونکہ فقرے میں صرف امدادی فعل (Helping Verb) کا آجانا ہی کافی نہیں ہوتا۔ اس کے لئے ہم بے ترتیب فقرے کی (رموز اوقاف) Punctuation پر غور کریں تو آخر میں (Question Mark) سوالیہ نشان فقرے کے سوالیہ ہونے کو ظاہر کر دیتا ہے۔

اگر موجود ہو تو  
 Helping verb + Subject + Verb + Adjective + Complement + Question mark  
 امدادی فعل + فاعل + فعل + اسم صفت + تکملہ + سوالیہ نشان  
 Does + He + take + reasonable + salary every month + ?  
 Does he take reasonable salary every month?

### Examples:

Jumbled	Taking, Aslam, this, be, time, will, bath?	Arranged	Will Aslam be taking bath this time?
Jumbled	Make, among, Did, they, compromise, themselves?	Arranged	Did they make compromise among themselves?
Jumbled	Been, hard, we, have, examination, during working?	Arranged	Have we been working hard during examination?
Jumbled	your, this, pen, is?	Arranged	Is this your pen?

### More Interrogative Sentences (مزید سوالیہ فقرات)

کچھ سوالیہ فقرے ایسے بھی ہوتے ہیں جو when, where, which, what, how, why وغیرہ سوالیہ علامتوں سے بھی شروع ہوتے ہیں۔ ایسے بے ترتیب فقرات کو مندرجہ ذیل ترتیب سے کرتے ہیں۔

Interrogative words + Helping verb + Subject + Verb + Complement + Question mark  
 سوالیہ علامتیں + امدادی فعل + فاعل + فعل + تکملہ + سوالیہ نشان  
 When + do + you + write + letter + in the whole month  
 When do you write letter in the whole month?

**Examples:**

Jumbled	All, you, problems, these, have, faced, How?	Arranged	How have you faced all these problems?
Jumbled	Are, how, you?	Arranged	How are you?
Jumbled	Here, you, reach, will, When?	Arranged	When will you reach here?
Jumbled	To, way, which, is, Shalimar, the Gardens?	Arranged	Which is the way to Shalimar Gardens?

**Imperative Sentences (فعل امر و نہی)**

فعل امر و نہی گرامر کی رو میں ایسے فقرات کو کہتے ہیں جن میں کوئی شخص کسی دوسرے کو حکم دیتا ہے، درخواست کرتا ہے، منع کرتا ہے، نصیحت کرتا ہے یا مشورہ دیتا ہے۔  
ایسے فقرات میں فاعل موجود نہیں ہوتا۔

ایسے فقرات کے آغاز میں یا تو Root verb (پہلی فارم) آتی ہے یا الفاظ never, please, always, let آجاتے ہیں۔  
Imperative sentences کے بے ترتیب فقرات کو ترتیب مندرجہ ذیل طریقے سے دی جاتی ہے۔

(اگر موجود ہوں)

Imperative words	+	verb	+	object	+	Complement
فعل امر کی علامتیں	+	فعل	+	مفعول	+	تکملہ
Always	+	say	+	prayers	+	regularly

Always say prayers regularly.

- نوٹ: (i) اگر فقرے میں فعل امر کی علامتوں والے الفاظ موجود نہ ہوں تو فقرہ ہمیشہ (Root verb) پہلی فارم سے شروع ہوگا۔  
(ii) فعل امر کے منفی فقرات کے شروع میں do not کا اضافہ کر دیتے ہیں۔

**Examples:**

Jumbled	Give, me, please, camera, your,	Arranged	Please give me your camera.
Jumbled	Lose, in, life, courage, never	Arranged	Never lose courage in life.
Jumbled	A, right, thing, wrong, not, do, a, do, in, way	Arranged	Do not do a right thing in a wrong way.
Jumbled	Prayers, five, a, times, day, say, your	Arranged	Say your prayers five times a day.

**EXERCISES**

Jumbled	serve, ways, animals, various, in, us.	Arranged	Animals serve us in various ways.
Jumbled	very, the, a, life, busy, urban, is, life.	Arranged	The urban life is a very busy life.
Jumbled	favourite, with, red, the, Chinese, is, a, colour.	Arranged	Red is a favourite colour with the Chinese.
Jumbled	The, human, Greeks, the,	Arranged	The Greeks excelled in shaping



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	shaping, excelled, in, body,		the human body.
<b>Jumbled</b>	Encouraging, are, my, friends, me.	<b>Arranged</b>	My friends are encouraging me.
<b>Jumbled</b>	Cheap, cloth, is, selling, this.	<b>Arranged</b>	This cloth is selling cheap.
<b>Jumbled</b>	Proud, my, of, country, I, am.	<b>Arranged</b>	I am proud of my country.
<b>Jumbled</b>	Playing, cricket, the, team, in, is, the, playground.	<b>Arranged</b>	The team is playing cricket in the playground.
<b>Jumbled</b>	Collect, bees, nectar, from, flowers.	<b>Arranged</b>	Bees collect nectar from flowers.
<b>Jumbled</b>	The, Muslims, five, times, a, day, pray.	<b>Arranged</b>	The Muslims pray five times a day.
<b>Jumbled</b>	Sheep, grazing, in, a, field, are, the.	<b>Arranged</b>	The sheep are grazing in a field.
<b>Jumbled</b>	Hand, in, his, stick, a, had, he.	<b>Arranged</b>	He had a stick in his hand.
<b>Jumbled</b>	To, I, not, do, wish, him, meet.	<b>Arranged</b>	I do not wish to meet him.
<b>Jumbled</b>	Built, on, dams, are, rivers.	<b>Arranged</b>	Dams are built on rivers.
<b>Jumbled</b>	They, not, did, the stop, car.	<b>Arranged</b>	They did not stop the car.
<b>Jumbled</b>	Was, harvesting, the, crops, he.	<b>Arranged</b>	He was harvesting the crops.
<b>Jumbled</b>	Before, you, leap, look.	<b>Arranged</b>	Look before you leap.
<b>Jumbled</b>	Is, kind-hearted, she, a very, woman.	<b>Arranged</b>	She is a very kind-hearted woman.
<b>Jumbled</b>	Four, boys, there, in, the room, are?	<b>Arranged</b>	Are there four boys in the room?
<b>Jumbled</b>	You, going, where, are, today?	<b>Arranged</b>	Where are you going today?
<b>Jumbled</b>	Speak, to, anybody, never, impolitely.	<b>Arranged</b>	Never speak to anybody impolitely.
<b>Jumbled</b>	To, reach, slow, there, go	<b>Arranged</b>	Go slow to reach there.
<b>Jumbled</b>	Makes, waste, haste.	<b>Arranged</b>	Haste makes waste.
<b>Jumbled</b>	Ran, he, and, hit, away.	<b>Arranged</b>	He hit and ran away.

- |                        |                              |
|------------------------|------------------------------|
| 3. had not said, left  | 4. had left, began           |
| 5. asked, had wanted   | 6. asked, had visited        |
| 7. had not risen, were | 8. had never seen, went      |
| 9. went, had finished  | 10. had stopped, stepped out |

#### EXERCISE-5 (Page 165)

1. You (not understand) it.
2. This watch (not cost) very much.
3. She (work) hard for the competition.
4. I (finish) this exercise in an hour's time.
5. I (not have) much money ever.
6. What you (do) at four?
7. They (travel) all night.
8. I (wait) for you at the usual time.
9. She (do) her lesson in French in the morning.

Answers:

- |                 |                     |                |
|-----------------|---------------------|----------------|
| 1. will         | 2. will not cost    | 3. will        |
| 4. shall finish | 5. shall not have   | 6. will you do |
| 7. will travel  | 8. shall be waiting | 9. will do     |

#### EXERCISE- 6 (Page 166)

1. She (finish) her work before the guests arrive.
2. They (write) their exercise by the time the teacher arrives.
3. She (return) from a tour of Europe by the middle of December next.
4. Farmers (reap) the harvest before the rains.
5. These mangoes (reach) the market by April.
6. I (read) all the novels of Golding by the end of summer vacation.
7. The meeting (end) by the time we gather.
8. I hope it (stop) raining by evening.
9. She (take) her examination by next fall.
10. They (complete) their work by tomorrow.

Answers:

- |                       |                         |
|-----------------------|-------------------------|
| 1. will have finished | 2. will have written    |
| 3. will have returned | 4. will have reaped     |
| 5. will have reached  | 6. shall have read      |
| 7. will have ended    | 8. will have stopped    |
| 9. will have taken    | 10. will have completed |